

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS DETACHMENT
27th TRANSPORTATION BATTALION (MC)
UNIT 27973
APO AE 09096

AETV-SCS-MI

1 March 2004

MEMORANDUM FOR RECORD

SUBJECT: Policy Letters

1. This directive establishes the HHC, 27th Transportation Battalion (MC) policy letters. Policies pertain to all assigned and attached personnel. The purpose is to ensure that all personnel are aware of and understand my policies.
2. My intent is to use these letters to establish and announce policies, and provide guidance. They will not serve as substitutes for Standing Operating Procedures (SOP), regulations, or other references.
3. Platoon Sergeants and Section Leaders will maintain a complete set of company policy letters, and ensure all personnel in their section read these letters. Section Leaders will maintain a record showing that all assigned soldiers have read all policy letters. New soldiers must review and sign the record as part of their in-processing within 72 hours of being assigned. I will treat this record as an inspectable item.
4. Failure to comply with any policy letter may result in disciplinary action under the Uniform Code of Military Justice. Ignorance of a policy letter is not an excuse.
5. These policy letters are an addition to the 27th Transportation Battalion's Policy Letters, not a substitute for them.
6. "SHOOTERS, SHOOT TO KILL!"

WARREN C. FISHER
CPT, TC
Commanding